

This position is being advertised under Delegated Examining Procedures.

TITLE, SERIES, GRADE: Supervisory Paralegal Specialist, GS-0950-12

SALARY RANGE: GS-12 \$70,134 Annually

TYPE OF APPOINTMENT: Permanent

WORK SCHEDULE: Full-time

PROMOTION POTENTIAL: None

VACANCY ANNOUNCEMENT NUMBER: 08-SDNY-05D

OPENING DATE: 11/19/07

CLOSING DATE: 11/30/07

DUTY LOCATION(S): United States Attorney's Office, Southern District of New York, New York, NY

NUMBER OF VACANCIES: One

CONTACT: Human Resources Unit
Phone #: (212) 637-2650

Send your application package to: Human Resources, U.S. Attorney's Office, 86 Chambers Street, 3rd Floor, New York, New York 10007 or submit your package electronically:
usanys.jobs@usdoj.gov

Applications must be received by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered. Electronic applications will be accepted through 5:30 pm Eastern Standard Time on the closing date.

WHO MAY APPLY: All U.S. Citizens

DUTIES: This position is located in the Civil Division of the U.S. Attorney's Office and is responsible for the overall supervision, coordination, and assignment of paralegal specialists to casework, and for ensuring adequate coverage during pre-trial, trial and post-trial stages. The incumbent maintains current case assignments for all paralegal specialists in a database in order to ensure efficient and effective work distribution and serves as the point of contact for the AUSAs of the Civil Division to ensure adequate coverage and/or additional paralegal assistance as requested. The position is responsible for apprizing the Deputy Chiefs and Chief with any concerns or issues that may arise. The incumbent is responsible for a full scope of supervisory responsibilities to include assigning performance ratings; assessing training needs; addressing employee conduct and performance issues by taking disciplinary and/or performance based

actions; reviews and approves/disapproves requests for leave; and plans, schedules, and coordinates work activities for those paralegal specialists not assigned to cases ensuring that work assigned is completed in a timely and accurate manner.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

QUALIFICATION REQUIREMENTS: To be qualified, applicants must have one year of specialized experience equivalent to the GS-11 level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that are typically in or related to the position to be filled. Specialized experience includes supervising and coordinating casework of paralegal specialists to ensure appropriate coverage; the ability to use judgement in delegating case assignments; and the ability to instruct paralegal specialists on the preparation of legal documents and correspondence, as needed.

Applicants must meet all qualification requirements by the closing date.

EVALUATION METHOD - Applicants who meet the basic eligibility requirements will be further evaluated and rated under category rating and selection procedures against the Knowledge, Skills, and Abilities (KSAs) listed below. Applicants are encouraged to address their background related to the KSAs, in clear and concise paragraphs. Failure to respond to the KSAs may result in a lower rating in the evaluation process. When answering the questions, remember that your experience and education are subject to verification by investigation. Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into one of three categories as described below:

1. Best-Qualified Category. Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities.
2. Well-Qualified Category. Meets the qualifications described under the Qualified Category and demonstrates experience based on responses to the knowledge, skills and abilities described below.
3. Qualified Category. Meets the minimum qualifications for the position.

Knowledge, Skills, Abilities:

1. Ability to supervise a diverse staff, including the effective allocation of work assignments.
2. Ability to analyze, recommend, and implement new procedures on how work is accomplished to enhance the existing work flow and effectively meet the changing needs of the organization.
3. Knowledge of Federal court procedures.
4. Ability to communicate orally.

5. Ability to communicate in writing.

3. HOW TO APPLY -

Submit the following documents:

Optional Application for Federal Employment (OF-612), OR, a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>. or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Applications can be submitted electronically usanys.jobs@usdoj.gov or through regular mail to: U.S. Attorney’s Office, SDNY, 86 Chambers Street, 3rd Floor, New York, NY 10007, Attn: Human Resources Unit.

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; is rated equivalent to 85 or more against the Rating Schedule/Crediting Plan, or meets the criteria of “Highly Qualified Category” for this position; and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level, promotion potential, and duty location.

5. VETERANS’ PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veteran’s preference. Veterans claiming 10-point preference must also submit and Application for 10-Point Veterans Preference(SF-15), an official statement from the department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran’s present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION - If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will

be considered only for the highest grade qualified.

Relocation expenses will not be authorized. Applications submitted at government expense will not be considered.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Satisfactory completion of a one-year probationary period is required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.